

# Frequently Asked Questions about Workshops with the NYC Healthy Relationship Training Academy

*Want to know more about the logistics of the Academy's workshops?*  
**See if your question can be answered below!**

The Academy is committed to working with each organization to make sure that the workshop(s) provided will be well received by the participants. If you have further questions, please feel free to contact us at (212) 788-3156 or [ocdvacademy@cityhall.nyc.gov](mailto:ocdvacademy@cityhall.nyc.gov).

## Section 1. About the Academy's Workshops

### What workshops does the Academy offer?

- The Academy offers four workshops for teens ages 13-24:
  - Signature Workshop on Dating Violence and Healthy Relationships
  - Part II Workshop on Dating Violence and Healthy Relationships
  - TechnoLOVE
  - Healthy Relationships
- The Academy offers an adapted version of the Signature workshop for young people ages 11-13
- Workshops are also available for parents.
- The Academy provides both an introductory and an advanced staff training session for professionals who work with teens.

### Does the Academy provide workshops in other languages?

- The Signature workshop on dating violence and healthy relationships is available in Spanish, for young people ages 13-24 or parents. The other Academy workshops are available only in English. At this time, workshops are not available in any other languages.

## Section 2. Scheduling Workshops

### How can my organization schedule a workshop?

- Organizations interested in scheduling workshops with young people and/or parents should complete a [Workshop Request Form](#), and submit it via fax to (212) 788-2798 or email to [ocdvacademy@cityhall.nyc.gov](mailto:ocdvacademy@cityhall.nyc.gov). A form must be received in order process a workshop request.
- Organizations interested in staff trainings should complete a [Staff Training Request Form](#).
- Once the request form is received, the contact person listed on the form will receive an email indicating the availability of workshops on the requested date(s).

### Is there a cost to hosting workshops?

- No, there is no cost to hosting workshops. The Academy receives funds from the Avon Foundation for Women, through the Mayor's Fund to Advance New York, which makes our program possible.

### Where are workshops held?

- Our Peer Educators travel to organizations in any of the five boroughs. Locations must be accessible by New York City public transportation (subway or bus).

### When can workshops take place?

- Workshops can be Monday – Saturday, starting as early as 9:00am and as late as 6:30pm.

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- We recommend scheduling workshops during regularly scheduled program hours.

## How long are the Academy's workshops?

- The Academy's workshops with young people ages 13-24 are designed to be 90 minutes long.
- The Academy's workshops with young people ages 11-13 are 60 minutes long, ideally offered in two separate sessions.
- The Academy's staff training sessions are 2 or 3 hours long (3 hours is recommended).
- If your organization has less (or more) time available for a workshop, please reach out to the Director to discuss the possibility of working within a different timeframe.

## How far in advance do workshops need to be scheduled?

- Workshops need to be scheduled at least one week in advance, if the day and time are available.
- We recommend scheduling workshops a month in advance (or more). Note that the busiest month of the year is March, and the most popular day of the week for workshops is Wednesday.

## How many workshops can the Academy provide at one organization?

- The Academy can provide up to 4 or 5 workshops at one organization in any given month, depending on availability. The Academy has the capacity to provide a total of approximately 30 workshops every month.
- On occasion, more than one workshop can be provided at the same time, or workshops can be held back-to-back on the same day.

## Section 3. Workshop Participants

### Is the Academy able to provide workshops relevant to particular populations?

- The Academy's workshop curricula are designed to be used with almost any population, and can be tailored to fit any group.
- The Academy specifically includes five particular target populations:
  - Runaway homeless
  - Pregnant/Parenting
  - Lesbian/Gay/Bisexual/Transgender/Questioning
  - Sexually exploited
  - Foreign-born

### How many participants can be in a workshop?

- A minimum of 10 participants is required.
- We recommend fewer than 40 participants in a workshop, if possible. (Our average number of participants in a workshop is 20.)

### Are workshops for coed or single sex groups?

- Workshops can be held with either coed or single-sex groups. Each organization is able to decide how they would like to implement the workshops.

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## Section 4. About the Academy's Peer Educators

### Who leads the workshops?

- Workshops are generally facilitated by two peer educators. The Academy's Peer Educators range in age from 17-25, and are representative of the populations that we reach.

### What kind of training do the Peer Educators receive?

- All Peer Educators participated in an initial 30-hour training program that covers the topics of domestic violence, dating violence, healthy relationships, and facilitation skills. Incoming Peer Educators also observed workshops facilitated by existing staff members.
- In addition, all peer educators participate in further skills development during regular staff meetings.

### What is the process for selecting Peer Educators?

- Individuals interested in becoming Peer Educators must complete an application, which must be submitted with a resume. Selected candidates are invited to have a phone interview, and some of those are scheduled for an in-person interview.
- Candidates must be between the ages of 17 and 22, and be able to work in the United States. Selected Peer Educators will undergo a background check.
- The Academy accepts applications for Peer Educators as openings become available. When the Academy has open positions, the application will be posted on the Academy's website and circulated on our mailing list. Interested individuals should contact the Director for more information at [ocdvacademy@cityhall.nyc.gov](mailto:ocdvacademy@cityhall.nyc.gov).

## Section 5. Other Questions about the Workshops

### Do you require any Audio/Visual equipment, such as a projector?

- Our workshops do not require any A/V equipment. The only materials needed are a flipchart/dry-erase board/chalkboard, pens for all of the participants, tape, and if possible, we ask that the organization make copies of the handouts in advance of the workshop.

### Are the Academy's workshops evidence-based?

- Yes! All of our workshops include a pre-test and post-test. Analysis has shown that the workshops have a significant impact on the participants' knowledge about dating violence and healthy relationships.

### What teaching methods are used during the workshops?

- The workshops are designed to be interactive. The Peer Educators have been trained to facilitate discussions among the participants and encourage participation through games and role playing in order to help teens develop critical thinking skills.

### Does the Academy offer workshops on topics besides dating violence and healthy relationships?

- The Academy offers workshops only on the topics of dating violence and healthy relationships among teens.